



## **PUBLIC WORKS SUPERVISOR – HEAVY EQUIPMENT**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, organize, assign, supervise and coordinate the daily work of crews and contractors involved in refuse and recycling collection and disposal; street sweeping and street maintenance activities; or vehicle and equipment repair and maintenance. To maintain the City's infrastructure systems and assets to its highest level, by reducing cost and providing seamless service to customers.

### **Supervision Received and Exercised:**

Receives direction from an assigned area manager and/or other managerial staff.

Exercises direct supervision over assigned staff.

### **Essential Functions:**

Duties may include, but are not limited to, the following:

- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Provide pro-active performance planning through ePerformance; utilize the ePlan to formalize performance goals, outline professional development plans, and discuss job competencies; utilize the eLog as an electronic dialogue tool and communication resource for transparent documentation;
- Maintain effective and consistent one on one dialogue with all employees on a regular basis;
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Recommend and assist in the implementation of organizational goals and objectives and implement policies and procedures;
- Observe and enforce the requirements of Department of Transportation (DOT) Federal Motor Carrier Safety Administration (FMCSA) regulations, relating to CDL

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### Public Works Supervisor – Heavy Equipment (continued)

license holders in the performance of safety-sensitive functions and the use and/or misuse of alcohol and controlled substances;

- Determine equipment and supply needs; evaluate and monitor equipment performance; requisition supplies and materials; and make routine and emergency purchases as required;
- Participate in preparation of the workgroup budget; monitor, review, approve and control expenditures including purchases; assist with the preparation of divisional budget requests and recommendations;
- Responsible for the design, implementation, and maintenance of data in various computerized systems; identify and analyze problems; develop and present solutions from analyzed data;
- Demonstrate superior seamless customer service by coordinating workgroup activities with other divisions, city departments, and outside agencies with the commitment to innovation and integrity;
- Communicate and act as a liaison with other local and national municipalities and service providers; develop relationships to obtain statistical data; and benchmark core industry functions against other local and national industry functions;
- Become a member of and participate in local and national industry organizations; research and evaluate new ideas, concepts, products, services, and equipment options; make recommendations and assist in implementation of the aforementioned;
- Act as a support to citizen advisory boards, commissions and committees;
- Communicate verbally with customers, clients or the public in face-to-face, one-to-one settings, in group settings, or using the telephone;
- Produce written documents meeting management expectations regarding content and formatting;
- Review and check the work products of others to ensure conformance standards; implement coordination of divisional training for employees;
- Identify areas needing repair and maintenance and take corrective action;
- Oversee and participate in all related aspects of maintenance for assigned area;
- Ensure proper records, daily logs, and inventories of restricted use and/or other chemicals are in compliance with regulating agency;

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### Public Works Supervisor – Heavy Equipment (continued)

- Develop guidelines and requirements for projects in assigned areas, including reviewing and approving plans; prepare specifications for contracts; inspect the work of contractors; prepare inspection reports and maintain records of all areas maintained under contract; and ensure proper compliance with contract conditions;
- Oversee and manage specific work areas and complete special projects;
- Negotiate resolutions of problems and contractual agreements, both internal and external to the organization;
- Establish and maintain cohesive and effective working relationships with facility patrons and contracted users of specialty facilities as well as the general public;
- Oversee volunteer program in appropriate work areas; monitor volunteer work assignments and projects; review work product along with methods and procedures;
- Coordinate, contribute and use best management practices;
- Perform related duties as assigned.

### **Minimum Qualifications:**

#### **Experience:**

Three years of full-time journey level experience in the area of assignment: streets maintenance; automotive and diesel equipment maintenance; refuse/recycling collection and disposal; and/or heavy equipment greater than GVW 26,000. Also requires three years of supervisory or lead responsibility managing a work group of 5 or more employees related to the area of assignment.

#### **Education:**

Equivalent to completion of an Associate's Degree in a field related to the core duties of the position.

#### **Licenses/Certifications:**

Requires the possession, and maintenance, of a valid driver's license.

Possession of a valid Arizona Commercial Driver's License is preferred.

#### **Examples of Physical and/or Mental Activities:**

- Lift heavy objects – up to 50 lbs.
- Operate city vehicles

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- Operate small city equipment such as backhoe, aerial lift, forklift
- Work alone for extended periods of time
- Operate power tools such as jackhammers, drills, chain saws, etc.
- Use tools such as hammers, wrenches, shovels saws and wheel barrels
- Operate computers and other office machines using repetitive hand/eye movement
- Climb stairways and ladders
- Traverse uneven surfaces during site visits
- Work out-of doors in inclement weather during site visits
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.
- Exposure to blood and airborne pathogens; bodily fluids, etc.
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc from PVC glue, pesticides, graffiti remover
- Work extended hours

### **Competencies:**

*(Pending)*

**Job Code: 291**

**Status: FLSA - Non-Exempt / Classified**